

# Accessing the FFR Online System through the NDE Portal

<http://portal.nde.state.ne.us>

First, a District or ESU Administrator must register on the Portal as the Administrator of their District or ESU. This person will be checked against the Fall Personnel Report (02-014) to be the authoritative body of their District or ESU.

1. Select Register from the left side of the Portal home page
  - a. Enter the required fields on the Registration page, select Account Type of District/ESU Admin, and select your district/ESU.
  - b. Click Register Now
2. Await approval of District/ESU status (1-2 business days, but usually within 30 minutes). You will receive this notification in email.

Staff, who are not District or ESU Administrators, but who will enter data into the School Age Final Financial Report, must have a 'Portal User' portal account.

1. Select Register from the left side of the Portal home page
  - a. Enter the required fields on the Registration page and select Account Type of 'Portal User'
  - b. Click Register Now – This Account type does not require NDE approval. You do not have to wait for approval from NDE for your portal account.

## The following scenarios are covered by this document.

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## If you are an ESU Administrator entering data for your ESU:

1. As the ESU Admin, log into Portal with your 'District/ESU Admin' account
2. Select Data Collections from the red tab strip
3. Click Apply for the School Age Final Financial Report
4. Enter details for the School Age Final Financial Report Request to Use Collection
  - a. Enter your contact information, including Phone (required), Fax, and Reason for Usage (both optional)
  - b. Select User Type of District Admin
  - c. Choose your ESU from the District List and click Add
  - d. Click Apply Now/Update

This will send you (the ESU Admin) an email stating a request has been made to use the FFR system.

5. If you are not logged in already, as the ESU Admin, log into Portal

6. From the Portal main page, select 'District/ESU Admin' tab
7. Select School Age Final Financial Report from the 'Choose Collection:' list.
8. Find your request from the list at the bottom, and click Review
9. Approve your request (As the District/ESU admin, you are responsible for all Data Collection requests for your district(s).)

Once you have been approved:

10. If you are not logged in already, as the ESU Admin, log into Portal
11. Click School Age Final Financial Report. This will take you to the online FFR system.

### **If you are an ESU Staff member entering data for your ESU:**

1. As the ESU Staff member, log into Portal with your 'Portal User' account.
2. Select Data Collections from the red tab strip
3. Click Apply for the School Age Final Financial Report
4. Enter details for the School Age Final Financial Report Request to Use Collection
  - e. Enter your contact information, including Phone (required), Fax, and Reason for Usage (both optional)
  - f. Select User Type of 'Data Entry'
  - g. Choose your ESU from the District List and click Add
  - h. Click Apply Now/Update

This will send the ESU Admin an email stating a request has been made to use the FFR system.

5. If you are not logged in already, as the ESU Admin, log into Portal with your 'District/ESU Admin' account
6. From the Portal main page, select 'District/ESU Admin' tab
7. Select School Age Final Financial Report from the 'Choose Collection:' list.
8. Find the request from your ESU Staff member in the list at the bottom, and click Review
9. Approve your request (As the District/ESU admin, you are responsible for all Data Collection requests for your district(s).)

Once you have been approved by your ESU Admin:

10. As the ESU Staff member, log into Portal with your 'Portal User' account.
11. Click School Age Final Financial Report. This will take you to the online FFR system.

### **If you are an District Administrator entering data for your District:**

1. As the District Admin, log into Portal with your 'District/ESU Admin' account
2. Select Data Collections from the red tab strip
3. Click Apply for the School Age Final Financial Report
4. Enter details for the School Age Final Financial Report Request to Use Collection
  - i. Enter your contact information, including Phone (required), Fax, and Reason for Usage (both optional)
  - j. Select User Type of District Admin
  - k. Choose your District from the District List and click Add
  - l. Click Apply Now/Update

This will send you (the District Admin) an email stating a request has been made to use the FFR system.

5. If you are not logged in already, as the District Admin, log into Portal
6. From the Portal main page, select 'District/ESU Admin' tab
7. Select School Age Final Financial Report from the 'Choose Collection:' list.
8. Find your request from the list at the bottom, and click Review
9. Approve your request (As the District/ESU admin, you are responsible for all Data Collection requests for your district(s).)

Once you have been approved:

10. If you are not logged in already, as the District Admin, log into Portal
11. Click School Age Final Financial Report. This will take you to the online FFR system.

### **If you are an District Staff member entering data for your District:**

1. As the District Staff member, log into Portal with your 'Portal User' account.
2. Select Data Collections from the red tab strip
3. Click Apply for the School Age Final Financial Report
4. Enter details for the School Age Final Financial Report Request to Use Collection
  - m. Enter your contact information, including Phone (required), Fax, and Reason for Usage (both optional)
  - n. Select User Type of 'Data Entry'
  - o. Choose your District from the District List and click Add
  - p. Click Apply Now/Update

This will send the District Admin an email stating a request has been made to use the FFR system.

5. If you are not logged in already, as the District Admin, log into Portal with your 'District/ESU Admin' account
6. From the Portal main page, select 'District/ESU Admin' tab
7. Select School Age Final Financial Report from the 'Choose Collection:' list.
8. Find the request from your District Staff member in the list at the bottom, and click Review
9. Approve your request (As the District/ESU admin, you are responsible for all Data Collection requests for your district(s).)

Once you have been approved by your District Admin:

10. As the District Staff member, log into Portal with your 'Portal User' account.
11. Click School Age Final Financial Report. This will take you to the online FFR system.

### **If you are an ESU Admin entering data for a District:**

This combination is not allowed.

### **If you are an ESU Staff member entering data for a District:**

1. As the ESU Staff member, log into Portal with your 'Portal User' account.
2. Select Data Collections from the red tab strip

3. Click Apply for the School Age Final Financial Report
4. Enter details for the School Age Final Financial Report Request to Use Collection
  - q. Enter your contact information, including Phone (required), Fax, and Reason for Usage (both optional)
  - r. Select User Type of 'Data Entry'
  - s. Choose the District from the District List and click Add
  - t. Click Apply Now/Update

This will send the District Admin an email stating a request has been made to use the FFR system.

5. If you are not logged in already, as the District Admin, log into Portal with your 'District/ESU Admin' account
6. From the Portal main page, select 'District/ESU Admin' tab
7. Select School Age Final Financial Report from the 'Choose Collection:' list.
8. Find the request from the ESU Staff member in the list at the bottom, and click Review
9. Approve the request (As the District/ESU admin, you are responsible for all Data Collection requests for your district(s).)

Once you have been approved by your ESU Admin:

10. As the ESU Staff member, log into Portal with your 'Portal User' account.
11. Click School Age Final Financial Report. This will take you to the online FFR system.

## **If you are a District Administrator, and an ESU Staff member is entering data for your District:**

You will approve the ESU Staff member for 'Data Entry' into the FFR system. You will receive an email stating notifying you of this request.

1. If you are not logged in already, as the District Admin, log into Portal with your 'District/ESU Admin' account
2. From the Portal main page, select 'District/ESU Admin' tab
3. Select School Age Final Financial Report from the 'Choose Collection:' list.
4. Find the request from the ESU Staff member in the list at the bottom, and click Review
5. Approve the request (As the District/ESU admin, you are responsible for all Data Collection requests for your district(s).)